

~~RESTRICTED~~
Security InformationCENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

NOTICE

1 August 1952

SUBJECT: Steps in the Inauguration of the Personnel Evaluation Program.

25X1A REFERENCE: CIA Regulation [] (Revised), effective 1 August 1952.

1. The need for the CIA Personnel Evaluation Program is immediate. The normal procedure for preparing a Personnel Evaluation Report on the anniversary of the individual's entrance on duty in CIA would unnecessarily delay the program for some individuals. In order to activate the program as soon as practicable, it will be phased into operation as follows:

a. Phase 1: August through October, 1952

Training and indoctrination of supervisors and other Agency officials will be conducted jointly by the Personnel Office and the Office of Training. This indoctrination will be concerned with the purposes, uses and anticipated results of the Personnel Evaluation Program and the use of the Personnel Evaluation Report (Form 37-151). Responsibility for phase 1 is located in the Management Training Division, Office of Training, [] (Chief) Room 1307, "I" Building, Extension []. This office will establish schedules for conferences and seminars as required.

25X1A

25X1A

b. Phase 2: October through December, 1952

The first annual cycle for the preparation of Personnel Evaluation Reports will be telescoped into the last three months of 1952 according to the schedule below. In addition, Initial Reports will be prepared for all personnel who, during this period, complete their first nine months of service with the Agency, exclusive of time spent in provisional status pending full security clearance; i.e., trial-period personnel. Responsibility for phase 2 is located in the Personnel Division (O) and the Personnel Division (C) of the Personnel Office.

Schedule

| EOD Anniversary Month | 1st Annual Report due in Month of | 2nd Annual Report due in Month of | Interval between reports in Months |
|-----------------------------|---|---|--|
| June | Oct 52 | Jun 53 | 8 |
| July | Oct 52 | Jul 53 | 9 |

Attachment 3

25X1A
JOB NO. []
IN CLASS/DECLASS/CLASS CHANGED TO: TS 1 C REF. JUST.
NEXT REV DATE: REV DATED 6/1/82 REVIEWED 8/9/82 THE DOC. II
NO. PGS: 1 CHECKED DATE: ONG COMD 30 OF 127 ONG CLASS R
REV CLASS 12 REV COORD. AUTH: HR 70-3

~~RESTRICTED~~
Security Information

| | | | |
|-----|--------|--------|----|
| Aug | Oct 52 | Aug 53 | 10 |
| Sep | Oct 52 | Sep 53 | 11 |
| Oct | Nov 52 | Oct 53 | 11 |
| Nov | Nov 52 | Nov 53 | 12 |
| Dec | Nov 52 | Dec 53 | 13 |
| Jan | Nov 52 | Jan 54 | 14 |
| Feb | Dec 52 | Feb 54 | 14 |
| Mar | Dec 52 | Mar 54 | 15 |
| Apr | Dec 52 | Apr 54 | 16 |
| May | Dec 52 | May 54 | 17 |

c. Phase 3: January through May, 1953

Only Initial (for trial-period personnel), Special, and Reassignment Personnel Evaluation Reports will be prepared during this period. Responsibility for the initiation of Initial Reports is located in the Personnel Division (O) and the Personnel Division (C) of the Personnel Office. Responsibility for the initiation of Special and Reassignment Reports is located in the Office concerned.

d. Phase 4: June 1953

By this date the normal annual cycle and schedule of Personnel Evaluation Reports is in full operation. Responsibility for phase 4 is located in the Personnel Division (O) and the Personnel Division (C) of the Personnel Office which will continue the operation of the program.

2. Guidance and detailed responsibilities for the Personnel Evaluation Program are outlined in Notice "Personnel Evaluation".

25X1

3. Personnel Evaluation Reports for overseas personnel will be prepared in accordance with procedures to be issued at a later date.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1

L. K. WHITE
Acting Deputy Director
(Administration)

DISTRIBUTION: No. 4